

POSITION DESCRIPTION IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DMRS-10 (Rev. 08-2013) State of Wisconsin Office of State Employment Relations	1. Position No. 323254	2. Cert / Reclass Request No.	3. Agency No. 437
4. NAME OF EMPLOYEE	4. DEPARTMENT, UNIT, WORK ADDRESS: WI Department of Children and Families Division of Safety and Permanence 201 E, Washington Ave Madison, WI 53703		
6. CLASSIFICATION TITLE OF POSITION Policy Initiatives Advisor-Exec			
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT		
9. AGENCY WORKING TITLE OF POSITION DCF Anti-Human Trafficking Coordinator	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Jane Penner-Hoppe, Policy Initiatives Advisor-Exec		
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Fred Bove Division Administrator	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?		

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? ☐ Yes ☒ No IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84).

14. POSITION SUMMARY _ PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %

GOALS AND WORKER ACTIVITIES

(Continue on attached sheets)

See Attached

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Page 2)

a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☒ general.

b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of Employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

☐ P-FILE

☐ SUPERVISOR

☐ EMPLOYEE

☐ CERT REQUEST COPY

CLASSIFICATION TITLE- SUB-TITLE

Policy Initiatives Advisor-Exec / Anti-Human Trafficking Coordinator

POSITION SUMMARY

The Anti-Human Trafficking Coordinator reports to the Division of Safety and Permanence Administrator and is responsible for leading the Department of Children and Families' initiative to develop and implement a comprehensive response and service system in Wisconsin for youth who are victims or are at risk of becoming victims of sex trafficking. This is a complex, high visibility issue that involves cross-division and cross-systems collaboration, including coordination with the court system, law enforcement system, legal representatives, K-12 educational system, health delivery system, mental health service system, providers, counties, Tribes, advocates, and survivors. This position functions as the principal and only policy advisor with substantial authority to develop and advice on the formulation and implementation of policies, procedures, and programs to provide a coordinated and comprehensive response and service system for youth who are victims or are at risk of being victims of sex trafficking. This position deals with publicly sensitive issues. The position guides and participates in setting strategic direction and provides alternatives/options regarding changes and initiatives related to Wisconsin's child welfare and juvenile justice systems and their interactions with the court, law enforcement, health, and other systems.

The position manages studies and policy issues that impact youth who are victims or are at risk of being victims of sex trafficking and that involve external private and public agencies, and other Divisions within the Department. It provides executive level liaison functions involving highly complex interactions and involvement with administrators and other executive level officials in government as well as executives and leaders from other state agencies, legislators, judges and other members of the legislative and judicial, branches of government, and the private sector.

(Rated PD
Only)

<u>TR1</u>	<u>TR2</u>	<u>TIME %</u>	<u>GOALS AND WORKER ACTIVITIES</u>
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| | | | A. Serves as the principal policy advisor managing the development and implementation of programs and policies of the Department's statewide coordinated initiative for a comprehensive response and service system for youth who are victims or are at risk of being victims of sex trafficking. |
| | | | A1. Serve as the lead for the Human Trafficking Task Force, which is co-chaired by the DCF Secretary and the Wisconsin Attorney General and is composed of a broad range of public and private sector stakeholders, including senior leaders from state agencies, judges, members of law enforcement, legal stakeholders, providers, advocates, survivors, providers, counties and Tribes |
| | | | A2. Manage the work of the workgroups of the Human Trafficking Task Force, including facilitating the development of workplans for each workgroup, identifying cross-dependencies between the workgroups, facilitating the alignment of the workgroups, serving as a subject matter expert to the workgroups, and supporting and monitoring the timely completion of the workgroup's deliverables. |
| | | | A3. Manage the development and dissemination to counties, local stakeholders, and others of materials produced and approved by the Human Trafficking Task Force, for example, in the areas of screening protocols, training material, and public awareness material. |
| | | | A4. Develop and maintain relationships with key stakeholder groups representing public and private leaders and statewide stakeholder groups such as the Wisconsin Anti-Human Trafficking Consortium, the Comprehensive Approaches to Youth that have been Sexually Exploited (CAYSE), the WI Association of Homeless and Runaway Youth, the Children's Court Improvement Project, the Children's Trust Fund, and others to develop shared projects and goals that advance improved outcomes for youth sex trafficking victims. Participate as the Department representative on these groups as appropriate. |
| | | | A5. Develop relationships and collaborate with regional and local stakeholder groups and task forces as appropriate to ensure local efforts are consistent with and connected to statewide efforts. |

- A6. Work with Task Force and Stakeholders to develop and implement public awareness and outreach campaign to raise awareness of the community about this issue and increase awareness of potential and current victims about how to obtain assistance.
- A7. Work with the Department of Justice to ensure that resources in Wisconsin are registered with the Human Trafficking Hotline so that a comprehensive list of resources is available for those who are calling.
- B. Oversee the management and implementation of the Department's sex trafficking programs.
 - B1. Implement and oversee the state's new residential youth sex trafficking treatment facility including developing and managing an RFP process, concluding the contract, and monitoring contract performance.
 - B2. Implement and oversee the state's new community-based service capacity for youth sex trafficking victims including developing and managing an RFP process, concluding contracts, and monitoring contract performance.
- C. Provide executive level program and policy analysis, research and advice to guide departmental initiatives related to youth sex trafficking victims.
 - C1. Conduct program and policy analysis, including bill analyses, of legislative initiatives related to sex trafficking, in consultation with others, as appropriate.
 - C2. Gather information and serve as a resource about practices in other states for youth sex trafficking victims.
 - C3. Serve as a liaison to Anti-Human Trafficking coordinators in other states.
 - C4. Monitor federal developments and serve as the liaison to national organizations, such as the Polaris project.
 - C5. Respond or coordinate the response to high priority and time-sensitive inquiries from the Secretary's Office, Governor's Office, and legislative offices.
- D. Assist in the development of grant proposals for external funding for services and support for sex trafficking victims
 - D1. Seek out public and private funding resources for local and state activities.
 - D2. Support development of grant proposals, including grant proposals by external partners that advance the strategic priorities of the Department and the Statewide Human Trafficking Task Force.
 - D3. Coordinate with University and research partners in formulating research objectives and shared priorities for current and future research priorities that will advance understanding of how to improve outcomes for Milwaukee children and families.

KNOWLEDGE AND SKILLS AND ABILITIES

KR KR2 Strong Planning, Analysis and Evaluation Skills:

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1. Ability to plan, manage and coordinate the development of major policies and initiatives, some of which may be sensitive.
2. Ability to analyze and address program effectiveness and efficiency.
3. Advanced knowledge of theories, principles and processes of program planning and evaluation.
4. Ability to analyze, plan and lead a major policy related activity.
5. Extensive knowledge of policies and procedures to implement programs.
6. Considerable knowledge of sex trafficking
7. Considerable knowledge of the impact of trauma and trauma-informed practices
8. Advanced knowledge of Wisconsin's child welfare system.
9. Extensive knowledge of effective preventions strategies and principles related to at-risk youth
10. Extensive knowledge of strategic planning principles and methods
11. Extensive knowledge of report development and preparation methods.
12. Considerable knowledge and experience with developing public outreach and informational campaigns.
13. Considerable knowledge of research methods and techniques.
14. Extensive experience with grant seeking, proposal development and program implementation

Strong Communication Skills:

15. Advanced oral and written communication skills.
16. Strong public presentation skills.
17. Advanced skill in writing issue papers on key issues and management reports.

Leadership Skills:

18. Ability to facilitate and maintain effective interpersonal relationships with a variety of people at different levels both within and outside the organization.
19. Ability to manage project teams in a problem-solving process and strong project management skills.
20. Considerable knowledge of effective team-building methods and techniques.
21. Ability to work effectively in team environments to secure cooperation and consensus in situations where conflicting objectives exist.

22. Considerable knowledge of conflict management and resolution techniques.
23. Ability to work with department and other agency management in highly sensitive areas of public policy and issue management to facilitate analysis and/or improvement planning.
24. Considerable knowledge of group facilitation methods.